



County Coroner Retention Schedule (CO)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: July 14, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS <i>SIGNATURE</i>	PRINTED NAME: Jim Corridan	
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS: <i>SIGNATURE</i>	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS: <i>SIGNATURE</i>	PRINTED NAME:	
<p>THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.</p> <p>Instructions:</p> <p>1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.</p> <p>2. Officials should first reference this office-specific retention schedule. If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)</p> <p>3. All records not listed on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.</p> <p>GUIDELINES:</p> <p>Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.</p> <p>Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>		

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CO 10-1	CORONER'S VERDICT AND WRITTEN REPORT IC 36-2-14-10(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-2	MEDIA RELEASE	DESTROY after one (1) calendar year.
CO 10-3	CORONER'S REPORT Identification of deceased, time and date of death, officers and officials present. IC 36-2-14-18(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-4	CORONER'S AUTOPSY REPORT Written document of complete autopsy and finding of Pathologist. Produced by Pathologist. Includes autopsy photos. Full autopsy report non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime). Autopsy: 1. Photos; 2. Video recordings; and 3. Audio are CONFIDENTIAL under IC 5-14-3-4(a)(11); IC 36-2-14-10(b). Any health records obtained under IC 36-2-14-21 are CONFIDENTIAL. IC 36-2-14-21(d)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-5	SCENE PHOTOS Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-6	TOXICOLOGY REPORT Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-7	EVIDENCE GENERATED BY CORONER'S OFFICE DNA Stain Card, Suicide Notes Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)	DESTROY after 100 Years.
CO 10-8	INVESTIGATIVE REPORT (Investigation Notes) Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-9	CORONER'S RELEASE FOR CREMATION	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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CO 10-10	CHAIN OF CUSTODY AND PROPERTY RELEASE FORM Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1) if applicable (when Coroner has investigated a crime)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-11	CLOTHING AND PERSONAL PROPERTY FORM	DESTROY after ten (10) years.

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